

# THE LINN COUNTY FAIR'S VOLUNTEERING GUIDELINES

## AND RECEIVING A "FRIEND OF THE FAIR" T-SHIRT

The Linn County Fair is a 501C3 charity we must record volunteer hours. These hours are used when we apply for private, state, and federal grants to help improve the fairgrounds. These volunteer records must be available in case of an audit. Therefore, several guidelines have been developed concerning volunteers.

- 1) Volunteering children must be at least 8 years old.
- 2) Children between the ages of 8-12 must work with a parent or adult while volunteering.
- 3) Each volunteer must fill out a time sheet (see below), and at the completion of the task have it signed by the supervising adult and a Linn County Fair Association Member.
- 4) During the fair all time sheets must be turned in to the Gatehouse **within 24 hours**. **Pre-fair** hours can be turned in to a Linn County Fair Association member at any time **and must be received by the week of the fair**. All **Post-fair** hours can be submitted to a Linn County Fair Association member and must be **received by September 30<sup>th</sup> of that year's fair**. (Linn County Fair's fiscal calendar goes October 1<sup>st</sup> to September 31<sup>st</sup>)
- 5) The 2015 "Where Memories are Made" Friends of the Fair T-shirt will be earned **ONLY AFTER** 4 hours of volunteer work are completed (at one time or an accumulation of hours).
- 6) Only one T-shirt per individual per fair year (October - September)
- 7) All volunteer hours during the fair will be counted. Only pre/post-fair volunteer hours directly related and of benefit to the fair will be counted. (See reverse side for examples). The Fair Association Volunteer Coordinator has the final decision on which activities will be counted.
- 8) The volunteer work that we do at the fair is to ensure that our visitors have a great fair experience and come back to visit us again. As volunteers you are representing The Linn County Fair, so please be friendly, kind, and courteous to all our visitors.

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**THE LINN COUNTY FAIR VOLUNTEER TIME CARD**

DATE \_\_\_\_\_ TIME IN \_\_\_\_\_ TIME OUT \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TASK \_\_\_\_\_

AGE \_\_\_\_\_ (if under 18 yrs.) T-Shirt size \_\_\_\_\_ Received T-Shirt \_\_\_\_\_

**CHECK ALL THAT APPLY:**

4-H/FFA member \_\_\_\_\_ 4-H/FFA Parent \_\_\_\_\_ 4-H/FFA Leader \_\_\_\_\_

Committee Member \_\_\_\_\_ Community Volunteer \_\_\_\_\_

4-H Club/FFA Chapter Affiliation (if any) \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_

**FAIR ASSOCIATION MEMBER SIGNATURE** \_\_\_\_\_

## **ELIGIBLE VOLUNTEER PRE/POST FAIR ACTIVITIES**

Grounds clean-up pre-fair	Gardening (spring through fall)
Painting (buildings, bleachers, fences, tables, etc.)	Landscaping (tree & weed trimming, etc.)
Parade walker	Putting up fair flyers & posters pre-fair
Building, show ring, stall & pen maintenance & repairs	Cleaning pens and assembling for fair exhibits
Setting up livestock panels and pens for fair exhibits	Setting up tables, dividers, etc. for exhibits
Setting up parking signs and marking parking areas	Setting up temporary fencing for the fair
Removal of signs & fencing after fair	Grounds clean-up post fair
Disassembling and storing fences, posts, signs, tables, etc. after the conclusion of the fair	
Serving on a Linn County Fair Association committee (association membership NOT required to serve on most committees)	

## **PRE/POST FAIR ACTIVITIES NOT ELIGIBLE**

Any paid services

Pre-fair required animal weigh-ins, health checks, etc.\*

4-H project workshops, seminars, and required classes\*

Putting up your 4-H club booth\*

*\* These are for your specific projects or club, not the fair in general*

## **VOLUNTEER OPPORTUNITIES DURING THE FAIR**

Monitor buildings	Restroom check/clean-up	Grounds clean-up
Grandstand clean-up	Fair office assistant/runner	Grandstand event assistance*
Grandstand security*	Hang daily activities on information boards	Assisting with one day contests

and many more opportunities

\*Age and other restrictions may apply

**Any questions please contact The Linn County Fair's Volunteer Coordinator  
Jennifer Dunn, 319-929-0300 or [jenn@thelinncountyfair.com](mailto:jenn@thelinncountyfair.com).**

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